
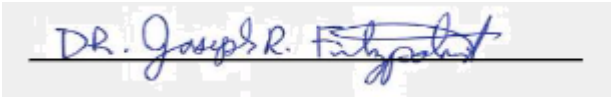


<b>POLICY TITLE: RELEASE AND REENTRY PLANNING</b>  <b>POLICY NUMBER: 27.1</b>  <b>CHAPTER 27: RELEASE PREPARATION</b>		<b>PAGE <u>1</u> OF <u>7</u></b>
	<b>STATE of MAINE</b> <b>DEPARTMENT OF CORRECTIONS</b>  <b>Approved by Commissioner:</b> 	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
<b>EFFECTIVE DATE:</b> <b>February 1, 2002</b>	<b>LATEST REVISION:</b> <b>November 9, 2017</b>	<b>CHECK ONLY IF</b> <b>APA [    ]</b>

## I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

## II. APPLICABILITY

All Departmental Adult Facilities

## III. POLICY

The Department of Corrections provides a structured approach for releasing prisoners that is consistent with legal requirements, professional standards and departmental policies in the interest of public safety and provides reentry planning to assist prisoners in a successful transition into the community.

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## **VI. PROCEDURES**

### **Procedure A: Classification Staff Responsibilities**

1. At least monthly, each facility's classification staff shall provide written notice to the Chief Administrative Officer, the Unit Managers, other designated facility staff, the Department's Director of Classification, the Department's Director of Victim Services, the Department's Director of Adult Community Corrections, and the appropriate Regional Correctional Administrators of all facility prisoners who have a projected release date of 120 days or less.
2. The facility classification staff shall ensure that written notice to the above persons is provided no later than a week after any change to the projected release date of any prisoner who has a projected release date of 120 days or less.
3. At least fourteen (14) days prior to the prisoner's projected release date, the facility classification staff shall review the prisoner's administrative record and ensure an electronic records check is conducted for any outstanding detainers, warrants, other legal holds, or notification requests and, if applicable, shall notify the appropriate authority of the prisoner's projected release date by telephone, followed, within two (2) working days, by a notice sent by certified mail. A copy of the electronic check shall be placed in the prisoner's Administrative Record.
4. For every prisoner, the facility classification staff shall also forward a copy of the electronic check to a facility law enforcement officer. The facility law enforcement officer shall review the electronic check for any suppressed (unserved) protection from abuse order and, if applicable, shall ensure the order is served prior to the prisoner's release.
5. At least seven (7) days prior to the prisoner's projected release date, facility classification staff shall confirm the accuracy of the release date calculation.
6. If applicable, facility classification staff shall notify the prisoner of his or her legal obligation to register as a sex offender with the State Bureau of Identification as set forth in Department Policy 6.2, Adult Sex Offender Registration and Notification.
7. If applicable, facility classification staff shall notify the State Bureau of Identification of a sex offender's release date as set forth in Department Policy 6.2, Adult Sex Offender Registration and Notification.

### **Procedure B: Release and Reentry Planning by Case Managers**

1. For a prisoner who is not being released to the community, i.e., is being released to a jail, to a correctional facility in another jurisdiction, or to a psychiatric hospital, the prisoner's case manager shall, at least three (3) months prior to the prisoner's projected release date or as soon thereafter as it becomes known that the prisoner will not be released to the community, meet with the prisoner to

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initiate release planning, to include, but not be limited to, preparing the prisoner for release to the receiving facility, and shall meet with the prisoner thereafter, as necessary. All release planning shall be documented in CORIS.

2. For a prisoner who is being released to the community, the prisoner's case manager shall fulfill the following responsibilities in connection with reentry planning. The case manager may request reentry planning support/services from a facility Reentry Case Manager in order to facilitate the prisoner's reentry upon release.
3. Periodically, either individually or in group settings, case managers shall provide prisoners or ensure that prisoners are provided information about the following resources available in the community and from other government agencies:
  - a. Career Centers and other employment resources;
  - b. educational and vocational programs;
  - c. housing programs;
  - d. financial management/budgeting programs;
  - e. MaineCare coverage;
  - f. social security benefits, if applicable;
  - g. veterans services, if applicable;
  - h. other available government benefits, including, but not limited to: vocational rehabilitation, TANF, WIC, etc., if applicable; and
  - i. any other relevant information.
4. Each prisoner's case manager is responsible to check CORIS periodically in order to be aware of when the prisoner is approaching nine (9) months prior to his or her earliest possible release date.
5. At least nine (9) months prior to a prisoner's earliest possible release date, the prisoner's case manager shall:
  - a. meet with the prisoner to initiate reentry planning, to include, but not be limited to:
    - 1) housing or a means to locate appropriate housing by contacting family members, homeless shelters, or other community agencies for assistance, etc., if necessary;
    - 2) employment or a means to find employment or to pursue education or vocational training;
    - 3) progress toward achieving case plan objectives and addressing needs that were not met while incarcerated;
    - 4) available financial resources, including funds in the prisoner's facility accounts; and

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- 5) any applicable community resources that may be available in the community;
  - b. have the prisoner sign the applicable authorization forms for release of information; and
  - c. document the meeting in CORIS.
6. The prisoner's case manager shall continue to meet with the prisoner at least on a monthly basis to monitor and, as necessary, assist the prisoner in his or her reentry planning. Each meeting shall be documented in CORIS.
7. To aid in the development of the prisoner's reentry plan, the case manager may use reentry planning worksheets that have been approved by the facility Chief Administrative Officer, or designee.
8. At least six months prior to the prisoner's earliest possible release date, the case manager shall:
  - a. confirm the proposed housing plan to determine if the address is valid and complies with any applicable court condition;
  - b. if the prisoner is planning to reside at another person's home, confirm that the person is willing and able to provide housing for the prisoner; and
  - c. document the confirmations in CORIS.
9. Each prisoner's case manager is responsible to check the written notice provided by the facility classification staff in order to be aware of when the prisoner is approaching three (3) months prior to his or her projected release date.
10. At least three months prior to the prisoner's projected release date, the case manager shall:
  - a. coordinate with facility Health Services Administrator, or designee, to obtain the information needed for the case manager to schedule health care appointments in the community;
  - b. verify that the prisoner has two (2) forms of identification acceptable for employment purposes (driver's license, official state identification, or identity verification form and a social security card, birth certificate, or a certified application for a social security card) or a current passport and, if not, assist the prisoner in obtaining the necessary document(s);
  - c. assist the prisoner with his or her employment search, as necessary;
  - d. assist the prisoner with his or her educational or vocational training pursuits, as necessary;
  - e. assist the prisoner in making transportation arrangements from the facility for the day of release;
  - f. assist the prisoner in determining outstanding balances for restitution and fines, if requested by the prisoner;

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- g. assist the prisoner with coordinating with the appropriate community resources and other government agencies for post release services, as necessary; and
  - h. document these actions in CORIS.
11. At least fourteen (14) days prior to the prisoner's release, the case manager shall:
- a. reconfirm the proposed housing plan to determine if the address is valid and complies with any applicable court condition;
  - b. coordinate with the business office to ensure that the business office makes arrangements for gate money and transportation funds, if applicable;
  - c. ensure the prisoner's Reentry Plan (Attachment A) has been finalized and upload into CORIS; and
  - d. document these actions in CORIS.
12. At least seventy-two (72) hours prior to the prisoner's release, the case manager shall:
- a. contact facility classification staff to verify the release date;
  - b. contact facility health care staff to verify that the Health Care Discharge Summary, as set out in Department Policy (AF) 18.5, Health Care, has been completed;
  - c. request the prisoner to again provide his or her address upon release;
  - d. confirm transportation arrangements;
  - e. notify mailroom, or other designated staff, of the address for forwarding of mail;
  - f. check for any pending disciplinary action, in order to ensure it is finalized prior to the prisoner's release;
  - g. verify with the business office staff the need to reconcile and close out the prisoner's accounts;
  - h. if the prisoner is being released to supervision by the Department in the community, forward to adult community corrections staff all applicable documentation;
  - i. ensure the prisoner has appropriate clothing to wear upon release, if applicable; and
  - j. document these actions in CORIS.
13. All reentry planning shall be documented in CORIS.

**Procedure C: Requirements Specific to Prisoners Being Released to Supervision in the Community**

1. If the prisoner is to be released to supervision in the community on probation,

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supervised release for sex offenders, or supervised community confinement, the Regional Correctional Administrator, or designee, upon receiving the written notice from the facility classification staff, shall determine who will be the prisoner's supervising probation officer and notify the officer of the prisoner's projected release date.

2. The Regional Correctional Administrator, or designee, shall contact the Institutional Probation Officer to provide the name of the prisoner's supervising probation officer. The Institutional Probation Officer shall complete and ensure the prisoner signs the Release to Community Supervision Reporting form (Attachment B).
3. In addition to the other responsibilities of the case manager, at least three months prior to the prisoner's projected release date, the prisoner's case manager shall:
  - a. coordinate reentry planning with the supervising probation officer;
  - b. if the prisoner is a sex offender and housing in the community has not been confirmed, continue coordination with the supervising probation officer, as needed, but not less than twice monthly until housing is confirmed; and
  - c. document the coordination in CORIS.
4. In the case of a prisoner being released to parole, the prisoner's parole plan shall be coordinated on an individual basis by the Department's Director of Adult Community Corrections, or designee, in conjunction with the Parole Board. The prisoner's case manager shall assist in reentry planning, as requested by the Department's Director of Adult Community Corrections, or designee. The parole plan and related reentry planning shall be documented in CORIS.

#### **Procedure D: Responsibilities at Time of Release**

1. At the time of the prisoner's release, designated facility staff shall:
  - a. verify the prisoner's identity by personal recognition, photograph and IRIS scan. If any of these methods of verification fail or produce a discrepancy, facility classification staff and any other appropriate staff shall be notified and the prisoner shall not be released until the prisoner's identity is verified to a complete certainty;
  - b. take a release photograph of the prisoner and upload it into CORIS;
  - c. take possession of the prisoner identification card;
  - d. ensure the prisoner's property (including personal legal documents, e.g. driver's license, social security card, etc.) has been collected from storage, from his or her cell or other housing, and from any other area and has been given to him or her or, if applicable, that other arrangements have been made;
  - e. ensure the prisoner does not have any property belonging to any other person or the Department;

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- f. provide the prisoner with his or her Conditional Release or Unconditional Release and Discharge papers;
  - g. provide the prisoner with sex offender notification and registration documents, if applicable;
  - h. issue a check for any funds from the prisoner's accounts that have been cleared from hold and have not been collected as obligations;
  - i. provide gate money, if applicable;
  - j. confirm release transportation arrangements and provide transportation funds/ticket/ride, if applicable;
  - k. provide release clothing/shoes/voucher to the prisoner, if applicable;
  - l. provide temporary housing arrangements, if applicable; and
  - m. issue a 14-day medication supply, if applicable.
2. These release steps shall be documented in CORIS.
  3. The prisoner's release photograph and prisoner identification card shall be placed in the prisoner's Administrative Record.

## **VII. PROFESSIONAL STANDARDS**

### **ACA:**

**ACI – 4-4442** Written policy, procedure, and practice provide that all inmates have access to a program of release preparation prior to their release to the community.

**ACI - 4-4446** Written procedures for releasing inmates at the end of their term include, but are not limited to, the following:

- verification of identity verification of release papers
- completion of release arrangements, including notification of the parole authorities in the jurisdiction of release, if required:
- return of personal effects or contraband
- check to see that no facility property leaves the facility
- arrangements for completion of any pending action, such as grievances or claims for damages or lost possessions
- medical screening and arrangements for community follow-up where needed
- instructions on forwarding of mail

**ACI – 4-4447** Written policy, procedure, and practice provide that consistent with the law of the jurisdiction, there is a system for providing notification to the registered victim(s) of a crime prior to any release from confinement of the convicted inmate and/or escape from custody. Follow-up notification to victim(s) occurs when escapees are returned to custody.

**4-ACRS-5A-13** Offenders are aided with their transition to the community, including referrals to assist offenders in locating suitable housing.

**4-ACRS-6A-13** Release practices are defined.

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